



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

Office of the Assistant Secretary for
Public Health Emergency Preparedness

Dear Traveler

On behalf of the Department of Health and Human Services (HHS) we would like to express our appreciation for your help and dedication during the Hurricane Katrina response.

Attached are forms to fill out in order for HHS to reimburse you for your travel expenses. You will be reimbursed based on the Federal Travel Regulations (FTR), Joint Federal Travel Regulations (JFTR) and Departmental Travel Regulations.

Your travel orders have been prepared and approved in the Department's automated travel system, GovTrip. Please fill out the detailed travel report noting as much information as possible and we will prepare your voucher. Your points of travel must be listed for taxi expense and privately owned vehicle (POV) mileage. You must submit all receipts including phone calls and laundry. If you do not have a receipt, please provide a justification memo explaining the expense.

Once you have completed the detailed travel report, fax it and the receipts to 866-778-1375 or 866-778-1376. When your voucher is completed we will fax it to you for your review and signature. If there are any discrepancies please note on the voucher and fax it back to us. If the voucher is correct, please sign in box 13 and fax it back to us. Once we receive the fax with your signature, you should receive your payment within seven business days. We also have included a direct deposit form. Please fill out the form and fax it to 301-443-8615. This needs to be done at the same time you are faxing us the detailed travel report or sooner in order to not delay your payment. If you have any questions, please contact 866-778-1378.

Sincerely,

Katrina Travel Coordinator